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two

Referencing

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2

Referencing

2.1 Introduction

A vital skill that all university students should develop is the ability to evaluate existing knowledge critically and, in so doing, further develop their own understanding of an area of study. Students are often required to demonstrate this ability by producing a written document, such as an essay or report, that interweaves their own ideas and arguments with ideas and arguments documented by other authors.

For your work to have depth and credibility, you must demonstrate having read widely on the topic by including information from a range of sources. However, it is important for the reader of the work to know which information in the document has been developed by you, the author, and which information you have borrowed from others. Referencing allows the reader to locate your original source material.

The purpose of referencing in written work is to:

- allow readers of the document to find the original source and learn more about some aspect that the author may have mentioned only briefly in the document
- properly record information sources so that the author can find the original sources of the information used to develop the document should he or she choose to do so at a later time
- provide theoretical support or evidence for statements or conclusions made by the writer
- acknowledge the intellectual property of others and thus avoid the possibility of the author being accused of plagiarism.

Unethical behaviour is discussed in the following section. The chapter then introduces referencing and goes on to provide many practical examples of the Harvard referencing style.

2.2 Unethical behaviour

2.2.1 Plagiarism¹

The practice of using another writer's ideas or observations and presenting them as your own is called plagiarism. Academic writers are expected to be especially vigilant in this regard. Examples of plagiarism include:

- when blocks of text (e.g. paragraphs, sentences, a single sentence or a significant part of a single sentence) are copied directly but are not enclosed in quotation marks and appropriately referenced

1. The contribution to the development of this section on plagiarism by Dr Lesley Willcoxon is gratefully acknowledged.

- when direct quotations are not used but material is paraphrased or summarised in such a way that it substantially reflects ideas taken from another author's work, and the source of the material is not appropriately referenced
- when an idea that appears in printed or electronic form has been used or developed without reference being made to the person responsible for that idea.



If you directly quote an author's words, you must acknowledge that these are not your words by using quotation marks and giving the author's name, date of publication and page number. If you do not acknowledge the original source of the words, you are committing plagiarism.

Examples

Not plagiarism

'Human resource planning is important because an organisation's effectiveness depends on having the right people in the right jobs at the right times' (Stone 1998, p. 49). If an organisation does not...

Plagiarism

Human resource planning is important because an organisation's effectiveness depends on having the right people in the right jobs at the right times. If an organisation does not...

If what you say is almost the same as what the author said but you have changed a few words, you must acknowledge that these are basically someone else's words by giving the author's name and the date of publication. This is called paraphrasing. If you do not acknowledge the original source of the words, you are guilty of plagiarism.

Examples

Not plagiarism

Human resource planning is important because if organisations do not have the best people in appropriate jobs at a time when they are needed then they are likely to have serious shortfalls (Stone 1998).

Plagiarism

Human resource planning is important because organisations need to have appropriate people in appropriate jobs at a time when they are needed. If organisations do not...

If you use someone else's ideas, you must acknowledge that these are not your own original ideas by giving the author's name and the date of publication of the source material. In the case that follows, Stone makes the same point in several places throughout the book so it is not necessary to provide a specific page number. However, if you were to use Stone's exact words and phrasing then you must consider this to be a direct quote. If you do not acknowledge the original source of ideas you have used in your assignment work, you will be found guilty of plagiarism.

Not plagiarism

If organisations are to function as well as possible, they need to make sure that staff are available to fill jobs when the need arises (Stone 1998). If they do not ensure this...

As Stone (1998) states, if organisations are to function as well as possible, they need to make sure that staff are available to fill jobs when the need arises. If they do not ensure this...

Plagiarism

If organisations are to function as well as possible, they need to make sure that staff are available to fill jobs when the need arises. If they do not ensure this...

Plagiarism is cheating and is totally unacceptable in university work. In written work submitted for assessment in most universities, plagiarism may lead not only to assignment failure but also to serious formal proceedings under the university's academic regulations (see your student rulebook).

2.2.2 Collusion

The practice of working in groups to share ideas, either formally or informally, is accepted and encouraged as an approach to learning in university study. However, all assignments must be submitted individually unless students are specifically directed otherwise. It is *not* acceptable, unless otherwise clearly stipulated in writing by the course examiner, for two or more students to submit identical work or to submit copies of work done as a group. Examiners are entitled to consider identical layout, identical mistakes, identical argument and identical presentation as *prima facie* evidence of collusion. It is also important that you protect your work from intentional and unintentional copying by other students. You must ensure that your electronic copies of assignments are not able

to be viewed by other students before the submission deadlines. Cases where students have provided their work knowingly to other students either in hard-copy or electronic form before submission are also considered to be acts of collusion and both students are likely to be heavily penalised.

In general, it is critical that students have a very clear understanding of the submission requirements of each course by carefully reading the instructions and that they take all measures to avoid allegations of collusion.

2.3 Referencing — general information

2.3.1 When to provide a reference

A reference is required in the following instances:

- *Direct quotation.* When another writer's work is quoted verbatim (word for word). Whether a phrase, sentence or paragraph, the quote must be enclosed in single quotation marks and a reference to the source provided.
- *Paraphrasing or summarising.* Ideas or data obtained from another writer must be referenced — *even if the wording or context has been changed.*
- *Controversial information, opinions or data that an informed reader might challenge.* If, for example, an author states that Australia was first discovered by Europeans in 1522 (instead of much later, as is commonly accepted), the author will have to support that assertion by acknowledging the source of the information.
- *Tables, figures, diagrams and appendices.* When statistical data, diagrams or illustrations are either taken whole or adapted from another source, that source must be cited.

In short, students must reference any ideas or data that are not their own. Information of a general nature, such as facts and ideas that are common knowledge, do not need references. For example, that the Commonwealth of Australia was created in 1901 is well known and undisputed, so no reference is required in this case. If at any stage in your work a reader might ask the question, 'How does the writer know this information?' or 'Where did they get this idea from?', then you can be confident that a reference or citation is required.

2.3.2 Referencing — a helpful hint



hint

It is always much easier to record the complete and correct reference for sources used in works at the time the information is first found. Therefore, when making photocopies of information to be used in assignments, always ensure that *at the time of photocopying*, you collect *all the source information* you will require to cite the source properly. The best way to do this is either to photocopy the title and copyright pages of the book or journal containing the article, or to simply handwrite the relevant information on the photocopy. Furthermore, when transcribing or using information from a source,

you should get into the habit of inserting the complete reference *at the time the information is transcribed or viewed*. Trying to find the necessary information later can be a frustrating task.

Remember, also, that when you are using references and quotations to support your discussion in written work, you must summarise in your own words the significance of the quotation and how it adds to, or supports, your argument or view. You need to show the reader that you have understood the meaning of the referenced work; you should not leave it for the reader to try to work out how the reference or quotation relates to your discussion. It is likely that students who submit work that comprises a series of direct quotations without any integration, discussion or application to the assignment topic or question will receive poor results.

2.4 Methods of referencing

The primary purpose of referencing is to enable the reader to locate the source of material taken from another author's work easily. Therefore, it is important, first, that the author provides the reader with all *relevant information* for each source and, second, that the information is presented in a *consistent format* throughout the document.

Information published using traditional paper-based methods is static once printed and is, therefore, relatively easy to cite. Many methods of referencing have been developed to facilitate a standard approach to the task. Commonly used methods include the Harvard system (also known as the author-date system), the Chicago system (also known as the footnoting system) and the Vancouver system, although many other systems are in use. This guide will focus on examples using the Harvard system.

Some methods are preferred, and in some cases mandated, by various disciplines but are not favoured by others. Occasionally, even journals within the same discipline may use conflicting referencing methods.

The recent rise in electronic publishing has made the task of appropriately referencing sources of information more complex. Information that must be recorded about electronically published material differs from that required for paper-based material. This is mainly because of the different ways that electronic information is represented and accessed compared with traditional methods. Information published in electronic form has the potential to be highly dynamic. First, in the case of Internet sources, information may change from day to day, or even minute to minute. Information available to someone accessing a particular site at 9.00 am may differ greatly from information available from the same site at 10.00 pm on the same day. Second, the location of information is also subject to change.

Because computers require precision, the author must take particular care to ensure that the names of Internet sites are recorded accurately, in terms of both spelling and capitalisation. Standards for citing electronic material are still developing but a section describing the current required approach to referencing electronic material has been included later in this chapter.

Rules and examples pertaining to presentation of in-text references and lists of references are included in the following sections.

The explanations and examples provided cover the commonly occurring situations only, and are therefore not exhaustive. For a more detailed introduction to referencing, students should refer to chapter 12 of the *Style manual* (2002).

2.5 The Harvard system

Authors using the Harvard system must include both of the following for each citation:

- an in-text reference (acknowledgement in the main body of the document)
- a corresponding entry in the list of references (LOR; a list of all the sources cited in the report, with the exception of personal communications).

2.6 In-text references

This section describes how to insert references in the body of the text using the Harvard referencing system.

2.6.1 Format

An in-text reference includes:

- the surname(s) of the author(s) of the work
- the year the work was published (where appropriate)
- the page number(s) where the cited information can be found in the publication.

Note: A page number is required if you are referring to a direct quotation or to figures/data produced in a research project.

In general, it is advisable not to begin a sentence or paragraph with a citation to authorities.

examples

Avoid

Smith, Brown, Adams and Zikopoelus (1999) suggested that marketing is the key functional area of any business.

Better

In a recent research report by Smith, Brown, Adams and Zikopoelus (1999), it was suggested that marketing is the key functional area of any business.

Best

Marketing is the key functional area of any business (Smith, Brown, Adams & Zikopoelus 1999).

The year and page number(s), when provided, are always enclosed within parentheses. The name of the author(s) may or may not be enclosed in parentheses depending on the circumstance (see preceding examples). Specific in-text referencing rules and examples (citing paper-based sources) follow.

2.6.2 When to include page numbers

The page number must be included in the reference when directly quoting a block of text or when including statistical data from a source. Page numbers are not usually necessary (check your assignment instructions) when paraphrasing or borrowing a general theme or idea from a work. If you are taking text directly from the Internet you also need to include the page number which should be evident in the electronic reference (see the section on electronic referencing).

When including page numbers, the correct format for one page is 'p. 6'. For two or more pages 'pp. 23-37' should be used (*Style manual* 2002, p. 194). Page numbers should indicate where the quote starts and finishes. If the start and finish page numbers are in the same decimal range (e.g. 20 and 29, or 322 and 328), the finishing page number should include only the relevant final digits of the number (e.g. 20-9 or 322-8).

In cases in which quotes run over nonconsecutive pages, 'pp.' should be used and the page numbers should be separated by a comma. The following examples illustrate the use of page numbers.

examples

(Wells 1999, p. 4) — note the position of the comma after the year and a space before the p.

(Smith 1998, pp. 1, 4, 6) — i.e. pages 1, 4 and 6

(Jones & Mackey 2000, pp. 25-6) — i.e. pages 25 to 26

(Arbut, King & Browning 1999, pp. 459-87) — i.e. pages 459 to 487

2.6.3 Footnotes

Although footnotes are permitted in the Harvard system, they are not used for citing sources. Footnotes may be used for providing information that is incidental to the main argument in the text. For example, a footnote could be used to expand on or explain a term or a point raised that is relevant but if included in the main body of the text, would interrupt the flow of the discourse. Terms such as *op. cit.*, *ibid.* and *id.* are not used in the Harvard system.

2.6.4 Short quotations

Direct quotes should be enclosed in *single* quotation marks. If the quote does not begin at the start of a sentence, the author should use three dots (an ellipsis) to convey this to the reader. Ellipses should also be used to indicate when the remainder of a sentence quoted is not included. See section 1.3.7 for more information on ellipses and the following pages for examples.

2.6.5 Long quotations

Where direct quotes exceed 30 words they should be indented from the left margin and single line spaced *without* quotation marks. The quote should be introduced by a colon (:) and one line space should separate the quote from the introductory statement and from the text that follows. The quote should be set one point size smaller than the font used for the main text (*Style manual* 2002, p. 113). See section 2.6.6 for an example.

2.6.6 Single author

The following examples show how to include in-text references for sources with one author.

Examples

The population of Amitamia in 2000 was 17.6 million (Hogg 2002, p. 35).

Johnson (2001, p. 27) stated that '...lack of exercise is our most serious problem'. Note the quote has not taken all of the information from this author and the ellipses indicate that the sentence is only quoted in part and that the first part is missing.

The incidence of coronary disease in Australian males has increased in the past ten years (Williams 2001).

Tanenbaum (2000, p. 1) has the following to say about technological evolution:

Each of the past three centuries has been dominated by a single technology. The 18th Century was the time of great mechanical systems accompanying the Industrial Revolution. The 19th Century was the age of the steam engine. During the 20th Century, the key technology has been information gathering, processing and distribution.

2.6.7 Two or more authors

When a work has two authors, *both* names should be included in every citation (*Style manual* 2002); the authors' names should be separated by an ampersand (&) if enclosed in parentheses or separated by *and* if the names are outside the parentheses (see the examples that follow). Where three or more authors are cited, the same format applies except that the first two (or more) names are separated by a comma and only the last two are separated by &.

Where there are more than three authors, the in-text references can be abbreviated to improve the readability of the text and only the first author's name need be included followed by *et al.* (meaning 'and others'). In cases where there are different combinations of authors with the same first author, enough of the author names should be used in citations to avoid confusion. All authors' surnames should be used in the LOR.

Initials should be used in the citations only in situations where two different authors share the same surname.

example

It has been recently revealed that zebras are not native to Africa (Hichell & Williams, P 2001). ... Hichell and Williams, P (2001) now contend that zebras originated in Iceland. Other authors dispute this statement (Williams, H 2002).

Here two authors share the surname Williams and the use of initials allows the reader to differentiate between them.

example

Network technologies have become increasingly complex in recent times (Cook, Burger & Brown 2000). ... Local area networks are now very common (Samson et al. 2001).

Here (*Samson et al. 2001*) refers to a 2001 publication by Samson, Thames, Burger, Brown and Cook.

2.6.8 Two or more works in one citation

When two or more works are included in one citation, they should be arranged in alphabetical order and delimited by a semicolon.

example

The decrease in the zebra population appears to be related to an increase in technological innovation (Cook, Burger & Brown 2001; Hichell & Williams 2001).

When two or more works from the same author are cited, they should be listed in chronological order.

example

The zebra population in Africa is declining (Hichell & Williams 1998, 1999, 2000).

When two or more works from the same author in the same year are cited, append *a*, *b*, *c* and so on to the year. This should reflect the order presented in the LOR.

example

Local area networks are used by more and more organisations (Bruin 2001a, 2001b).

2.6.9 Newspapers

Newspapers should be cited as shown in the following examples (note the use of italics and omission of *The* from the newspaper title).

The following example shows how a newspaper article whose author is not known should include all details in the in-text citation. In this case, no entry is required in the LOR (*Style manual* 2002, p. 206), as follows:

example

A new American president has been elected (*Weekend Australian* 24–25 February 2001)... In the *Financial Review* (25 July 2002, p. 23).

If the author of the article is known, then the author-year format should be used, and the full reference provided in the LOR.

example

A new American president has been elected (Bloggs 2001).

For frequent references to the same newspaper material, abbreviations are acceptable. For example, the *Sydney Morning Herald* is shortened to *SMH*.

2.6.10 Personal communications

A corresponding entry in the LOR is not required for personal communications, since they cannot be retrieved by the reader. However, the person's surname, initials, *pers. comm.* and the date of the communication must be included in the text. You must also be sure to obtain permission from the person being referred to. Note that the initials of the person *precede* the family name.

examples

A survey is currently being undertaken by John Smith to ascertain the acceptance of electronic payment methods in the community (J Smith 2001, *pers. comm.*, 15 May).

When interviewed on 22 September, Mr P Frank admitted that the major problems for Telstra's marketing division were coming from the organisation's recent expansion. Mr P Frank (Telstra marketing manager) confirmed the press rumours by facsimile on 15 May 2002.

This is also the format used for email communications, although you should be careful to verify the source of the email communication before citing it as a personal communication.

Note: Students should not quote statements made by lecturers or tutors unless the information quoted has been officially published. External study guides and notes are considered by most universities to be official publications, and any material taken from them must be acknowledged.

2.6.11 Anonymous works

In cases where the author's name is not available, *anonymous* should not be used. Either the sponsoring organisation (see section 2.6.13) or the title of the article (in italics) should be included. When determining the alphabetical order of these references, ignore words at the start of the title such as *a*, *an* or *the*.

example

Large numbers of organisations are now using the Internet as a marketing tool (*The web as a marketing tool* 2002).

2.6.12 Publication date unavailable

If the publication date of a source cannot be ascertained, *n.d.* may be used or, where it is possible to approximate the date of publication, *c.* (from the Latin *circa*, meaning *about*) may be used.

example

It seems that technology has encouraged people to lead sedentary lives (Moorbent *n.d.*). Althaus (*c.* 1999, p. 2) supported this assertion and stated that '...in today's society...because of computers'.

2.6.13 Sponsoring organisation

When there is no specific author but the name of the organisation sponsoring the publication is available, the organisation's name should be included.

examples

In a publication by the University of Southern Queensland (2004), the Vice Chancellor said...

In a recent report it was stated that '...raging dry season bushfires are easily the most dramatic feature of the Australian scene' (Department of Primary Industries 2000, p. 56).

2.6.14 Unpublished works

When students cite an unpublished source, such as a letter, minutes of a meeting or a company report, the in-text reference guidelines are the same as for journals and periodicals. That is, the author or sponsoring organisation, and the year of publication (if known) are included. Other in-text referencing rules apply if no publication date is available (see section 2.6.12), the work is anonymous (see section 2.6.11) or more than one work by the same author is cited (see section 2.6.8).

examples

The changes to the structure of the organisation were not only planned, but also strategically motivated as evidenced in the intercompany fax between the managing director and the union representative (Harrison 2001).

It was evident from the minutes of the July meeting (National Teachers Union 2002) that many teachers were unaware of the implications of the decision to accept the changes proposed by the federal government.

2.6.15 Citations for sources other than the original

Books of readings

In the case of material taken from a book of readings, students are required to inform the reader that the material cited is not taken from the original source. This should be done through an appropriate entry in the LOR (see section 2.7.4 for further explanation). The in-text citation references the original source of the material as shown in the following.

example

Stallings and Van Slyke (in Cappel 2000) defined a digital signal as '... a sequence of voltage pulses that may be transmitted over a wire medium'.

Indirect quotations

In general, students must make every attempt to discover the original source of a quotation. However, there may be instances when the original source is inaccessible for some reason (e.g. it is out of print) or the original source is in a foreign language. In these cases it is permissible to use an indirect quote from another source. The original author, year of publication and page number(s) (where appropriate) should be quoted in the in-text reference in the normal manner. However, both the original source and the indirect source should be included in

the LOR entry and should be separated by the words 'cited in' to acknowledge that an indirect quotation has been used (see section 2.7 for an example of the LOR entry).

2.6.16 Tables and figures either extracted or taken whole

When tables or figures are extracted or presented in their entirety in documents, the reference should:

- be presented using the same format as that used in an LOR for that type of source
- be preceded by *Source:*
- be enclosed in parentheses
- include the page number(s) preceded by *p.* or *pp.* as appropriate.

The following example shows a table taken in its entirety from a *book*:

Animal	Population (1990)	Population (1995)	Population (2000)
Zebra	300 000	270 000	250 000
Lion	60 000	65 000	68 000

(*Source:* Edwards et al. 2000, p. 67)

If some parts of the table were taken from another author's work but other parts were added (e.g. a column or row was added to the table or only part of the table included), then the word *Source:* should be replaced by *Adapted from:* and the reference or references for multiple sources provided.

2.7 LOR entries for paper-based sources — specific rules and examples

Authors using the Harvard system must include in-text references *and* either an LOR or a bibliography. In both an LOR and a bibliography, publications are listed in *alphabetical order* based on authors' surnames. Multiple references to the same author should be listed in chronological order.

An LOR differs from a bibliography in the following way: only sources actually *cited* in the main body of the text are included in an LOR. All references used in the preparation of the document, whether or not they are cited, are listed in a bibliography.

Unless specifically directed by their course examiner to do otherwise, students are advised to include an LOR with written work; that is, only sources actually cited in the work should be included.

Titles of books and articles should be listed using minimal capitalisation. The original title, as used on the cover, should be preserved in the reference.

Full stops and spaces are not used with initials, and book and periodical names are italicised. Commas are used to separate items.

Each listing should be separated by a space. Examples of how to include commonly occurring items in an LOR are provided in the following pages.

2.7.1 LOR — book citation

The general format for including a book entry in an LOR is as follows:

<Author's surname>, <Author's initial(s) — no spaces between initials if more than one> <year of publication>, in <editor, reviser, compiler or translator if applicable>, <*Title of publication*>, <edition abbreviated as edn, e.g. 2nd edn>, <volume number if applicable, abbreviated as vol.>, <publisher>, <place of publication>, <page number if applicable>.

The title of the publication is italicised. Where there are two authors, the names are separated by &. For more than two authors, all surnames are separated by a comma, other than the final two, which are separated by an ampersand (&). The abbreviation *ed.* is used to indicate one editor, and *eds* is used to indicate more than one editor. Edition is abbreviated to *edn*.

examples

Brady, J 2001, *International marketing*, Prentice Hall, Toronto.

Michael, F & Emming, BM 1991, *Strategic planning*, 3rd edn, Prentice Hall, London.

Cranbourne, CA, Keane, B & Sumner, CC 2000, *African wildlife*, Irwin, Chicago.

Campbell, HB (ed.) 2001, *Internet information sources*, Pergamon Press, Oxford.

2.7.2 LOR — article or chapter in an edited book

The same format is used here as for the preceding, except that the author of the chapter or article is acknowledged first, the title of the article or chapter is enclosed in single quotation marks, and the editors are included before the title of the book. It should also be noted that the editors' initials precede their surname. The word 'in' is also included to indicate that the chapter is contained within a book and is not the title of the book.

example

Axelsson, B & Easton, G 1992, 'Foreign market entry — the textbook vs the network theory', in B Axelsson & G Easton (eds), *Industrial networks: a new view of reality*, Routledge, London, pp. 46–59.

2.7.3 LOR — study notes

Study notes should be listed in the same manner as a book.

example

Smith, B 2000, *Networks and distributed systems study book*, Distance Education Centre, USQ, Toowoomba, Australia.

The following format applies where the author's name is not known:

example *Networks and distributed systems study book* 2000, Distance Education Centre, USQ, Toowoomba, Australia.

2.7.4 LOR — books of readings

In the case of books of readings, students are required to include both a reference to the original article and a reference to the book of readings from which the article was sourced, as shown in the example that follows. This will allow the reader to obtain the material from either source.

example Stallings, W & Van Slyke, R 2000, 'Signal encoding', *Business data communications*, 2nd edn, Prentice Hall, New Jersey, p. 28, cited in B Smith (ed.) 2001, *Networks and distributed systems selected readings*, Distance Education Centre, USQ, Toowoomba, Australia, reading 3.1.

2.7.5 LOR — indirect quotation

When a source is quoted in the text but that source is not the original source of the quotation, the following format should be used.

example Calvin, P 2002, *Electronic principles*, cited in Stallings, W & Van Slyke, R 2002, 'Signal encoding', *Business data communications*, 2nd edn, Macmillan College Publishing Company Inc., New York, p. 23.

2.7.6 LOR — article in journal

Articles require the same basic format as books, except that the title of the article is enclosed in single quotes, a volume number (abbreviated to vol.) and series number (abbreviated to no.) for the journal are included and page numbers are added. Sometimes a series number is not available but a season such as *Autumn* or *Summer* or a period such as March/May may be used instead.

examples Major, A, Ng, DG & Barr, NW 2001, 'A proposition-based approach to a market exit strategy', *Journal of International Marketing*, vol. 3, no. 5, pp. 69–87.

Dennis, R 2000, 'Theory and practice in marketing research', *Journal of Marketing*, vol. 27, Summer, pp. 131–40.

Andresson, H & Crewes, LP 1999, 'International market channels of distribution', *Journal of Marketing*, vol. 34, January, pp. 71–82.

2.7.7 LOR — sponsoring organisation

Sometimes a specific author is not known. In this case the sponsoring organisation may be used.

examples Bureau of Transport Economics 2001, *Economic regulations of aviation in Australia*, seminar papers and proceedings, AGPS, Canberra.

Austrade 2000, 'Exporting of services comes into focus', *Business Review Weekly*, 17 September, p. 1.

2.7.8 LOR — multiple publications by the same author

Where several works by the same author are listed, the author's name may be replaced by a two-em rule (see *Style manual* 2002, pp. 194–5) in the second and subsequent entries in the LOR. For works by the same author in the same year, an alphabetic suffix is appended to the year (e.g. 1999a, 1999b).

Examples

Sheridan, G 1985, 'Children and education', *Courier-Mail*, 3 March, p. 2.

_____ 1985a, 'Early childhood learning', *Weekend Australian*, 4 August, p. 5.

_____ 1985b, 'Our youngsters', *Weekend Australian*, 4 December, p. 7.

_____ & Smith, L 1986, 'The education system exposed', *Business Review Weekly*, 4 January, p. 5.

2.7.9 LOR — conference paper, working paper series and thesis

For papers presented to conferences but not published in proceedings, the correct format is as follows:

Example

Ritchie, JB 2002, 'Accessing international education markets', paper presented to 3rd Internationalising Education Conference, Sydney, 22–23 September.

For papers presented at a conference and published in conference proceedings, the format is as follows:

Example

DuPont, B 2001, 'Marketing and the Internet: implications for managers', *Proceedings of the third annual Australian Marketing Association*, Melbourne, Australian Marketing Association, Melbourne, Australia, pp. 44–6.

Working paper series:

Example

Selvarajah, CT 1988, 'Marketing education in Malaysia: implications for Australian tertiary institutions', *Faculty of Business & Commerce staff papers*, working paper no. 43, Swinburne Institute of Technology, Melbourne.

Theses:

Examples

Crowley, FK 1999, 'Working class conditions in Australia, 1788–1851', PhD thesis, University of Melbourne.

Naudi, A 2000, 'Change management', MIT thesis, University of Southern Queensland.

2.7.10 LOR — article in newspaper or magazine

The format for newspaper or magazine articles is very similar to that used for journals.

examples

Austrade 1993, 'Exporting of services comes into focus', *Business Review Weekly*, 17 September, p. 1.

Keating, P 1999, 'The "quiet revolution"', *Asian Business Review*, April, pp. 16–17.

The New Straits Times 2001, 'One more time', 24 January, p. 32.

2.7.11 LOR — unpublished works

For unpublished works, such as papers presented at seminars, manuscripts, letters, faxes and reports, the following guidelines apply for the LOR. (Unpublished electronic works such as emails are addressed in section 2.9.7.) The author's name and the year of preparation of the document are presented in the manner described for articles in journals and periodicals. The title of the work (if appropriate) should also be presented in the same manner but without quotation marks. Other details should be provided with a view to guiding the reader as efficiently as possible. These details will vary according to the nature of the document. Personal communications need not be included in lists of references but are cited in the text itself.

examples

Harrison, Q 2001, planning requirements for restructure, Brisbane Chamber of Commerce and Industry, fax to J Golding, 24 July.

Cranbourne, F 2002, Western Computer Supplies, letter to G Wilson, Queensland secretary, Australian Manufacturing Workers Union, 24 April.

Insurance Council of Australia 2001, submission to the Committee of Inquiry into Workers Compensation in Victoria, workers compensation report, Melbourne, 19 December.

National Teachers Union, Brisbane Branch 2002, minutes of branch committee meeting, Brisbane, 2 June.

2.8 Electronic referencing method

Traditional paper-based referencing methods are not adequate for appropriately citing works that have been published using electronic methods. A number of scholars have proposed methods for referencing electronic documents (Li & Crane 1993, 1996; *Electronic sources: APA style of citation* n.d.; *Electronic sources: MLA style of citation* n.d.; Lamp n.d.; Page 1996) and the *Style manual* (2002) also deals with the issue on pages 230–1.

It is important for students to maintain as much consistency as possible between the referencing system used for paper-based works and that used for electronic works. There are a number of methods that follow either APA (American Psychological Association) or MLA (Modern Language Association) style. Here, the focus is on those based on the Harvard format.

2.8.1 Electronic referencing — general information

As previously described for paper-based referencing (see section 2.4), two components are required when referencing electronic sources of information; namely, an in-text reference and a corresponding entry in the LOR at the end of the document.

2.8.2 In-text references — electronic sources

When referencing electronic information, the Harvard format should be used for in-text references. The name of the author, or the title of the article, or the name of the sponsoring organisation (if the author is unknown), should be included along with the year and the relevant page numbers, if applicable. If citing a URL, the date of the last update should be given. The use of angle brackets (< >) around the URL is recommended.

When the author is known and the page numbers are relevant:



People are now living longer than they did a century ago (Brown 2001). This finding has been further supported by Smith (2002, p. 4), who stated that...

When the author is unknown and the sponsoring organisation is relevant:



As a direct result of pollution, vegetation is dying on the hillsides (Australian Conservation Foundation 2002).

When the author is unknown and a URL is provided (*note*: rather than a year, the last date the site was updated is given):



Sporting events now constitute 9 out of 10 most watched television programs in American history (<www.baysider.com/Features/superbowl.html>, March 2001).

2.8.3 LOR — electronic sources, general

Generally speaking, entries in the LOR should follow the Harvard system (see sections 2.6 and 2.7). However, owing to the dynamic nature of electronic publishing, additional information must be included when citing references for works published using this medium.

If the information was obtained from the Internet, the address of the site where the information was stored (in angled brackets < >) and the date when the information was accessed (prefixed by 'viewed') should be included. This warns the reader that the information or facts and figures included in the text by the author were current on the stated site on the date it was accessed by the author but that changes in the content or location of the information may have occurred since that date.

Some examples are included in the following to illustrate how different types of electronic material should be cited.

2.9 LOR entries for electronic sources — specific rules and examples

2.9.1 CD-ROM — book

Note that Microsoft is the producer of the CD-ROM in the first example that follows, and that the date is the date of production of the CD-ROM. The date of access is not required for a CD-ROM because, similarly to paper-based material, the information on any particular edition will not change after it has been published.

examples

Clark, MK 2000, *Birds of Australia*, CD-ROM, 2nd edn, Microsoft Corporation.

'The American Presidents' 2001, in *The 2000 Grolier Multimedia Encyclopedia*, CD-ROM, ver. 7, Grolier Inc., 1995.

2.9.2 Database — journal

examples

Wallace, B 2000, 'Microwave, infrared products target LANs', *Computerworld*, CD-ROM, vol. 31, no. 4, p. 56, viewed 20 March 2003, ABI/INFORM database, item:1364220.

Anderson, H 2000, 'Turning intranets into strategic marketing weapons', *Network World*, vol. 14, no. 4, p. 4, viewed 20 March 2003, EBSCOhost database, Business Source Elite, item:01363555.

Note that *item* in these examples refers to the accession number of the article on the database. This number is an index and provides fast access to the document when using the database. Also note that you need to provide the date the database was viewed.

2.9.3 Internet sites (author and date available)

example

Lee, MT 2000, *Guidelines for citing references and electronic sources of information*, viewed 12 May 2001, <www.eliz.tased.edu.au/refs.htm>.

Note that the address of the website must be included and preceded by 'viewed'. Care must be taken to ensure that the capitalisation and spelling of the address of the site is preserved exactly.

2.9.4 Internet sites (author and date not available)

example

Guidelines for citing references and electronic sources of information n.d., viewed 12 May 2000, <www.eliz.tased.edu.au/refs.htm>.

2.9.5 FTP sites

example

Smith, MT 2000, *Electronic sources of information*, viewed 5 April 2001, <<ftp://ftp.usq.edu.au/refs.doc>>.

2.9.6 Discussion group message

The general format for citing a discussion list message is as follows:

<Author> <Author's identifying details — usually email address> <Date when message was posted>, <Title of posting>, <Discussion Group Name>, <Discussion group owner>, <Date of viewing>, <URL>.



Brown, F <brownf@bigbrain.com> 2000, 'Using the Web more efficiently', discussion group, National Computer Network, viewed 23 April 2001, <observe@abc.net.com>.

2.9.7 Personal email message

Normally, email messages are not included in the LOR and they are treated the same way as personal communications (see section 2.6.10). Where it is necessary, however, the general format for citing a personal email message is as follows:

<Sender's name with initial preceding surname>, <email>, <Date of email>, <email address>.



A Elsworth, email, 10 August 1999, <elswortha@ugt.edu.au>.

Note: It is critical that you obtain the sender's permission before publishing their email address.

2.10 Films, videos and television

The title, date of recording, format, publisher, place of recording and any special credits should be listed (*Style manual* 2002, p. 229) as shown in the following examples.

Film:



Learning to live 2000, motion picture, London, Fine Films Inc., producer Martin Freeth.

Video recording or television:



What are we going to do with the money?, video recording, ABC Television, Sydney, 8 August 2000.

2.11 Summary

To prepare a well-balanced written assignment, wide reading and research are required. Interpretation of the thoughts, ideas and research findings of other writers is essential. This process allows the development of a personal perspective on the topic and gives the written work credibility and depth. Referencing serves the professional purpose of allowing subsequent researchers to reanalyse and reinterpret the written work if they choose to work on the topic or issue.

However, material included from other sources must be correctly referenced or the author may be accused of plagiarism. Correct referencing is not only an ethical requirement of any written work, it is a legal one.

The important points to note from this chapter are:

- 1 Plagiarism and collusion are unacceptable.
- 2 Students must:
 - reference other authors' material used in written assignment work by providing both in-text references and an LOR
 - use the methods described in this handbook when formatting in-text references and lists of references.

2.12 Example of the Harvard referencing system

The following is an example of how to use the Harvard system.

example

You'd hear them passing in the street, front doors closing, soft voices, muffled footsteps. Then the first mill whistles at seven o'clock, telling you it was time to get up. Those whistles regulated your life, whether or not you worked in the mills. I never got used to it when they stopped.
(Glenda Jansen 1998, pers. comm., 23 June)

The textile mills of Geelong were mostly silent during the early 1970s, when the full effects of the downturn in the textile industry were felt. Geelong's textile workforce was virtually halved, and sackings ran at 60 per day over 1975 (Anderson 1977; *Geelong Advertiser* 1974). The Textile Workers Union had 3364 members in the Geelong district in 1971; two years later this number had dropped to 1398 (Hughes 1977, p. 10).

The decline led inevitably to widespread mill closures. Another notable consequence was a shift in the division of labour: men, who constituted only 42 per cent of the workforce in the mills operating in 1961 (Australian Textile Workers Union 1961), comprised a 61 per cent majority in 1986 (Australian Bureau of Statistics 1986).

The painful restructuring during these years had a traumatic impact on both male- and female-dominated areas of employment. While women in the textile, clothing and footwear industries were laid off in increasing numbers, men in the car and aluminium industries were equally hard hit during the global rationalisation that followed the oil crises of the 1970s (Hughes 1977; Linge & McKay 1981; Rich 1987).

List of References

Anderson, H 1977, 'The mill workers of the 1970s', *Network World*, vol. 14, no. 4, p. 4, viewed 10 March 2002, ABI/INFORM database, item: 01363555.

Australian Bureau of Statistics 1986, *Census of population and housing. Local government area, Geelong statistical district*, Australian Government Publishing Service, Canberra.

Australian Textile Workers Union 1961, weekly employment records in Geelong by mill, unpublished report.

Geelong Advertiser 1974, 'All in a day's work', Monday 24 July, p. 30.

Hughes, W 1977, 'The state of the textile industry', *Textile Topics*, vol. 1, no. 16, pp. 10–12.

Linge, G & McKay, J 1981, *Structural change in Australia: some spatial and organisational responses*, HG/15 Research School of Pacific Studies, Canberra.

Rich, D 1987, *The industrial geography of Australia*, Methuen, North Ryde, NSW.

(Adapted from Deakin University 1993, *Faculty of Arts style guide*, Geelong, pp. 10–11)

2.13 Bibliography

The following references were used to prepare this chapter. Readers who want more information on referencing may also find these useful.

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Brisbane.

Electronic sources: APA style of citation n.d., viewed 6 May 1997, <www.uvm.edu/~ncrane/estyles/apa.html>.

Electronic sources: MLA style of citation n.d., viewed 6 May 1997, <www.uvm.edu/~ncrane/estyles/mla.html>.

Guides to citing electronic information n.d., viewed 6 May 1997, <<http://mahogany.lib.utexas.edu/Libs/PCL/Cite.html>>.

ISO 1997, *Excerpts from final draft International Standard ISO 690–2*, viewed 9 May 1997, <www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>.

Lamp, J n.d., *Citation styles for electronic media*, viewed 9 May 1997, <<http://lamp.cs.utas.edu.au/citation.html>>.

Lee, MT 1996, *Guidelines for citing references and electronic sources of information*, viewed 6 May 1997, <www.eliz.tased.edu.au/refs.htm>.

Li, X & Crane, NB 1993, *Electronic style: a guide to citing electronic information*, Mecklermedia, Westport, CT.

Page, ME 1996, *A brief citation guide for Internet sources in history and the humanities*, viewed 9 May 1997, ver.2.1, <<http://h-net2.msu.edu/~africa/citation.html>>.

Referencing Internet resources using the Harvard system n.d., viewed 8 May 1997, <www.usq.edu.au/library/pubsexms/electinfo/citing1.htm>.

Walker, JR 1996, *MLA-style citations of electronic sources*, viewed 6 May 1997, <www.cas.usf.edu/english/walker/mla.html>.

Note: the following (revised) edition of Li and Crane (1993) is now available:

Li, X & Crane, NB 1996, *Electronic style: a guide to citing electronic information*, Information Today, Medford, NJ.